



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	9-27-2010
Subchapter:	1	Forms	
Issuance:	25.65	CP&P Form 25-65, Department of Education School District Determination	

Click here to view, complete, and/or print the CP&P Form [25-65](#), Department of Education School District Determination.

WHEN TO USE IT

The form is used by the Local Office to request a determination of a child's responsible school district. Reimbursement of educational tuition costs for a child placed by CP&P in a private residential placement is the responsibility of the school district where the parent or legal guardian resides. No child can be placed without the involvement of the responsible school district where the parent or legal guardian resides.

Note: The responsible school district is required to assume the cost of the educational portion of the child's placement.

District of determination is needed if:

- CP&P has guardianship
- Parent resides out of state
- Parent is deceased
- Parent's whereabouts are unknown
- Parent resides in a state facility

If the identified district of residence refuses to provide a letter of acknowledgement of fiscal responsibility, or if there is no identifiable district of residence, then a CP&P Form [25-65](#), Department of Education School District Determination, needs to be submitted to DCF/Office of Education.

HOW TO USE IT

CP&P Form [25-65](#), Department of Education School District Determination, is completed by the child's Worker or Supervisor in the computerized Forms Manual. This form is now available as a template for completion on line. For help

completing this form using the computer, see "General Instructions for Completing a Form On-line," in the "Introduction" section, at the beginning of the on-line Forms Manual.

The Worker/Supervisor completes Part I through Part II, signs and dates the form in the designated spaces, then faxes it to the Department of Children and Families - Office of Education, (609) 583-3175. The Director of the DCF Office of Education (or a designee) reviews the form, and, upon approving it, signs it in Part II, and forwards it to Department of Education, for completing Part III.

DISTRIBUTION

Original	-	Child's case record
Fax Copy	-	DCF Office of Education Liaison, (609) 583-3175